

HARWICH COMMUNITY CENTER
APPLICATION FOR USE OF FACILITIES

| | |
|------------------------|---------------|
| Rec'd ____/____/20____ | Entered _____ |
| Fee \$ _____ | Booked _____ |
| ____/____/20____ | Web _____ |

1. Date(s) & Day(s) of the Week _____

2. Time of Event From _____ a.m. / p.m. To _____ a.m. / p.m.

Preparation/Clean-up Time From _____ a.m. / p.m. To _____ a.m. / p.m.

3. Organization _____

Contact Person _____ Phone _____

Mailing Address _____

Email _____

4. Purpose of Use _____

Community Served _____

5. Space Requested ☐ Activity Room (Classroom) ☐ Multi-Purpose (Lg.) ☐ Kitchen ☐ Gym

6. Approximate Number to Attend _____

Admission Fee: ☐ Yes ☐ No If YES, price: Adult _____ Child _____

7. Does this organization carry liability insurance? ☐ Yes ☐ No

If yes, please attach Certificate of Insurance & indicate amount \$ _____

Agent's Name _____

8. Agreement: I (we) have read the rules and regulations and fully understand their contents. I (we) accept the responsibility for proper use of the facilities and for the actions and conduct of the above group using Community Center facilities for this function/these functions. I (we) agree to provide adequate adult supervision at all times during the use of the facility. I (we) will assume all responsibility for all fees, charges and damage claims resulting from such use of the facilities. I (we) understand any advertising for this event outside the building MUST FOLLOW THE SIGN CODE FOR THE TOWN OF HARWICH. These codes may be obtained from the Harwich Building Commission.

Signature _____

Contact Info: ☐ Same as above OR Phone _____

Address _____

* Additional fees may be incurred for use of the building outside of normal hours of operation.